

**Submission Guidelines for  
1.5.14.1 Best Practice Orientation  
(1% of Total State General Funds)**

General guideline: By March 31, 2007, the Regional Mental Health and Mental Retardation Board shall ensure that all new hires and all newly appointed members of the Board of Directors of the Regional Mental Health and Mental Retardation Board receive a best practices orientation.

Best Practice orientation materials are available for download on the Department website; however, Regional Boards may select alternate materials as long as the topics listed below are covered. Alternate training materials do not require approval by Department staff. Regional Boards may use a variety of approaches to accommodate the requirement (e.g., web-based session, written materials, face-to-face presentation, or videoconferencing).

Topics to Include in Best Practice Orientation for Non-clinical Staff and Board Members

- Goals & Outcomes: Recovery, Resiliency, Inclusion
- Values Guiding Best Practices: Self-Determination; Family-Driven & Youth-Guided; Cultural Competency; Community-Based; Choice; etc.
- What is a Best Practice? Rationale for Using Best Practices
- Hierarchy of Evidence: science-based, evidence-based, and promising practices
- Benefits and Limitations of Best Practices
- Role of non-clinical staff/board members in supporting best practice implementation

Topics to Include in Best Practice Orientation for Clinical Staff

- Goals & Outcomes: Recovery, Resiliency, Inclusion
- Values Guiding Best Practices: Self-Determination; Family-Driven & Youth-Guided; Cultural Competency; Community-Based; Choice; etc.
- What is a Best Practice? Rationale for Using Best Practices
- Hierarchy of Evidence: science-based, evidence-based, and promising
- Benefits and Limitations of Best Practices
- Myths, Fears, and Misperceptions about Best Practices
- Best Practice Examples (see SAMHSA Tool Kits, National Registry of Effective Programs, Blueprints for Violence Prevention, etc.)
- Barriers and Facilitators to Implementation of Best Practices (funding, fidelity, workforce shortage)
- Best Practice Resources and Supports (websites, books, manuals, etc.)

**Documentation:** The Regional Mental Health and Mental Retardation Board shall submit:

- (1) A report listing all newly hired W-2 reportable employees, to include the following information: employee name, hire date, termination date (if applicable), and date best practices orientation is completed; and
- (2) Documentation of completion of orientation for all newly appointed Board members, to include the following: member name, date of appointment to Board, date term

expires, and date of best practice orientation.

Sample reporting formats are contained on the following pages. Reports should be submitted electronically to the Department no later than April 14, 2007 and can be submitted in any format (Excel, Word, Access, etc.) as long as the information contained in the sample reports is included.

A new hire is anyone employed January 1, 2006 or later who did not receive the best practice orientation during FY06. New hires must receive the orientation within six (6) months of hire date.

**Points of clarification:** Clients/consumers who work for the CMHC in a supported employment-type activity are exempt for purposes of this requirement, even if they are W-2 reportable employees.

**Incentive Breakdown:**

- Receive 0% of the 1% incentive if...
  - < 80% of new hires oriented within 6 months
  - < 80% of newly appointed board members oriented
- Receive 50% of the 1% incentive if...
  - at least 80% of new hires oriented within 6 months
  - at least 80% of newly appointed board members oriented
- Receive 75% of the 1% incentive if...
  - at least 90% of new hires oriented within 6 months
  - at least 90% of newly appointed board members oriented
- Receive 100% of the 1% incentive if ...
  - at least 98% of new hires oriented within 6 months
  - 100% of newly appointed board members oriented

Please note that all criteria must be met to receive the incentive (e.g., 100% of the 1% incentive will be received if at least 98% of new hires receive the orientation within 6 months of hire AND 100% of newly appointed board members receive the orientation.

**Contact Person for Questions:** [Vestena.Robbins@ky.gov](mailto:Vestena.Robbins@ky.gov)  
502-564-4860

**Please submit Final Reports to:** [Dottie.Crocker@ky.gov](mailto:Dottie.Crocker@ky.gov)

Regional MHMR Board Reporting: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Best Practice Orientation  
Reporting Form: 1.5.14.1: New Hires**

Regional MHMR Board Reporting: \_\_\_\_\_

Please list requested information for all new hires:

Employee Name/ID	Hire Date	Termination Date (if applicable)	Best Practice Orientation Date

\*Add additional rows as needed

Regional MHMR Board Reporting: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Best Practice Orientation  
Reporting Form: 1.5.14.1: Newly Appointed Board Members**

Please list requested information for newly appointed Regional MH/MR Board Members:

Member Name	Date of Appointment	Date Term Expires	Best Practice Orientation Date

\*Add additional rows as needed